

Please Excuse My Parents!

My son is under a doctor's care and should not take P.E. today. Please execute him.

Dear school: Please excuse John being absent on Jan. 28, 29, 30, 31, 32, and 33.

Please excuse Ray Friday from school. He has very loose vowels.

Chris will not be in school because he has an acre in his side.

Please excuse Jimmy for being. It was his father's fault.

Please excuse Mary for being absent yesterday. She was in bed with gramps.

Source:

<http://www.rinkworks.com/said/excuses.shtml>

Give each student a bookmark like the one below as a way to teach proofreading skills. Students can use the bookmark each time that you ask them to complete a proofreading assignment.

Once students have mastered all the keys, you can have them design and create their own proofreading bookmarks. Laminate the bookmarks and send them to students in middle school language arts classes.

Improving Your Proofreading Skills

1. Read the document for **content** (meaning). Ask yourself, “does this make sense to me?”
2. Read the copy a **2nd time** but **slower** than your normal rate. Concentrate on the correct spelling of words and locate other typing errors.
3. Be careful of words that have **5 or more letters**.
4. Watch for **compound words** such as nobody, somewhere, somewhat, and everybody.
5. Watch for words that have **2** or more **correct spellings** such as: their, there, they’re, where, wear, too, to, two, hour, our.
6. **Be systematic**.
Read for spelling, read for capitalization, read for omissions, and read for punctuation.

Name: _____

Sample Proofreading Assignment

Instructions: Read the article below. Circle and correct all errors. Use the proofreading tips found on your bookmark.

Sony Music Sings New Copy-Protection Tune, Yahoo News.Com November 10, 2003

By Derek Caney

NEW YORK (Reuters) - Sony Music, home to such artists as Beyonce Knowles and Bruce Springsteen, on Monday said it plan to introduce new CD technology in germany that prevents users from copying songs to file-sharing sights, but allows them to make copies for they're personal use.

The record industry blames it's recent sales slump on file-sharing services like KaZaa, which it says are havens for piracy. Last year, major labels issued "copy-protected" CDs that prevent them from being played on computers

The copy-protected discs faced a backlash from customers and music fans, and several lawsuits emerged from some customers that complained these CDs caused their computers and other devices to malfunction.

But Sony thanks it has an appealing approach: Give customers added incentives to buy copy-protected CDs.

Source: Yahoo News.com

http://story.news.yahoo.com/news?tmpl=story&cid=569&ncid=738&e=4&u=/nm/20031110/tc_nm/media_sonymusic_dc

Name: _____

Sample Proofreading Assignment – Answer Key

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http://story.news.yahoo.com/news?tmpl=story&cid=569&ncid=738&e=4&u=/nm/20031110/tc_nm/media_sonymusic_dc